



JOB DESCRIPTION

Position Title: **Senior Analyst**

Working Title: **Senior Management & Budget Analyst**

Class Code: 5307

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Analytical work in budget preparation, management evaluation, and related financial programs.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists the Budget Manager and Principle Management and Budget Analyst and/or the Fiscal Services Director in overall budget activities of assigned departments including, but not limited to budget transfers, resolutions, monitoring, and related financial/management matters.

Assists and coordinates the development of budget methodology, forms, and procedures utilized in the budgetary formulation process using the established sequence of budget events leading to budget adoption. Compiles and analyzes data relative to personnel, operating, capital and/or other costs, trends or other pertinent information.

Assists in administering individual department and division budgets throughout the year and in the evaluation of departmental requests for additional and/or changes in expenditures or personnel after the annual budget has been adopted.

Assists in conducting revenue analysis and forecasting as a part of the overall process of budget preparation.

Assists in preparing monthly or quarterly financial reports and long-range financial planning.

Assists in conducting management and budget studies as directed by the Management Services Coordinator and/or the Budget Manager or Fiscal Services Director.

Assists in the development of long-range programs to increase the operating efficiency and effectiveness of various organizational units.

Prepares and makes oral and written presentations to County Manager and staff as assigned.

Performs other duties as assigned or as may be necessary.



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Analyst

Minimum Qualifications

Knowledge of laws, regulations and statutes as related to budget development. Knowledge of local government administration, management, budgeting, accounting, and financial administration. Knowledge of research techniques and technology as applied to budgetary and management research, systems, and operations analysis techniques.

Ability to research and analyze information recognizes trends and arrives at valid conclusions, recommendations and plans for corrective action. Ability to prepare comprehensive reports and present ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with departmental officials and the general public. Ability to use a personal computer and other computer systems to accomplish assigned tasks.

Bachelors Degree in Public or Business Administration, Finance, Accounting, or a closely related field and two (2) years experience in the field of budgeting, management and administration; or an equivalent combination of related training and experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.